



*City of Hamtramck*

*3401 Evaline Street Hamtramck, Michigan 48212*

*Telephone 313-800-5233*

## **Community and Economic Development Summer Youth Program – Beautification**

*An Equal Opportunity Employer*

**Job Title:** Summer Intern – Beautification (*must be age 14-20*)

**Location:** City of Hamtramck, based in City Hall

**Duration:** Summer 2026 (expected July 7 - August 20)

**Funded by:** Detroit Wayne Integrated Health Network (DWIHN) *\*position contingent on grant funding*

The City of Hamtramck is seeking motivated and community-minded youth to participate in the **2026 Summer Youth Employment Program**, a paid summer internship designed to provide hands-on experience in local government and community development. Interns will be placed within the Community and Economic Development Department (CED), and work on projects related to **Beautification**. The interns must be at least 14 years old.

Interns will gain experience in environmental stewardship, community engagement, tree planting, beautification of public spaces and parks, and other projects. They will also learn about city government and enhancements to quality of life within Hamtramck, particularly for senior residents.

Workdays are Tuesday – Friday, generally 9:00am-2:30pm (maximum of 20 hours per week). The interns will need to bring lunch, and a 30-minute unpaid lunch break will be provided. On Thursdays, however, interns and their supervisor will be provided lunch for a Lunch and Learn event with City professionals. The expected start date is July 7, 2026 and the expected end date is August 20, 2026 (total anticipated 7 weeks).

### **Job Description Summary**

Under the general supervision of the Summer Youth Program Supervisor, the interns will perform a variety of duties, with many of the workdays being spent outdoors beautifying the city streets and parks.

Applicants should have a passion for helping communities and should be good at working with others.

### **Essential Duties and Responsibilities**

- Participate in neighborhood, street, or park trash cleanups
- Engage the community regarding the Grow Hamtramck tree planting grant initiative
- Create Grow Hamtramck promotion materials and tabling events
- Working with other volunteers at City volunteer events
- Collaborate with the Hamtramck Parks Conservancy
- Assist senior and/or disabled residents with lawn care through the Every Neighbor program

- Organize and inventory program supplies and tools
- Create maps and materials to assist CED staff
- Clerical duties and data entry
- Other duties as assigned

### **What You Gain**

- Hands-on experience in **environmental stewardship and public service**
- Experience with **teamwork, communication, project planning, and time management**
- Opportunities to **build relationships with City officials and local leaders**
- Exposure to career paths in **public service, urban planning, environmental advocacy, and more**
- Contribute to **meaningful improvements in your community**

### **Knowledge, Skills, and abilities**

- Age 14 – 24
- US Citizen
- Must be able to pass a drug test and background check
- Able to perform outdoor manual labor in varied weather conditions
- Able to lift and carry up to 30 pounds
- Able to bend, reach, and stretch
- Must be comfortable walking to destinations in Hamtramck
- Able to follow written or spoken instructions & work well with team members
- Willingness to engage with the public and work collaboratively

**Compensation:** \$17.00 per hour

### **Application Process**

Download application at <https://hamtramck.us/> → Resources → Employment Opportunities. **Submit a completed application and resume to [hr@hamtramckcity.gov](mailto:hr@hamtramckcity.gov) and [iallaway@hamtramckcity.gov](mailto:iallaway@hamtramckcity.gov).** You can also bring completed applications to the Community and Economic Development Department at 3401 Evaline, Hamtramck MI (located in the Mezzanine).

**Application Deadline:** Friday May 22, 2025 (interviews may be conducted on rolling basis)

*The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.*